



Opening Date:	July 5, 2013	Closing Date:	Open Until Filled
Job Title:	Data Analyst	Position Type:	Temporary (No State Benefits)
PIN:	826039	FLSA Status:	Exempt
Location:	Administrative Office of the Courts- Court Operations Department Annapolis, Maryland	Salary:	\$24.52 per hour
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Work on project teams to compile data and produce reports. Assist with analysis of statistics and writing/formatting annual reports. Proofread, edit and format program evaluation reports. Create MS Access and Excel databases as well as produce reports for special studies. Create online surveys, analyze results and write reports. Assist with data validity reviews. Prepare reports for meetings, create PowerPoint presentations and assist with training and application testing. Assist with developing reports for Maryland Electronic Courts. Work independently and as part of a team on specialized projects of an emergent nature. Provide assistance to other areas within the Department and the Administrative Office of the Courts as directed.

Education: Bachelor's Degree from an accredited college or university.

Experience: Three years of related work experience which includes statistical analysis and/or report writing.

Note: An advanced degree (JD) can be substituted for up to 2 years of the required work experience.

Preferred: Master's or J.D. degree.

Skills/Abilities: Ability to provide statistical analysis of data. Ability to use MS Office products to include; Access, Excel, Word, and PowerPoint. Strong analytical and problem solving skills. Ability to convey complex data in a straight-forward and meaningful way using charts, graphs and narrative explanations. Excellent writing skills. Excellent skill in editing and the formatting of reports. Ability to manage several projects simultaneously. Ability to use online survey software. Strong verbal and written communication skills with the ability to interact professionally with a diverse group including executives, IT personnel, consultants and subject matter experts. Ability to work independently, under the direction of the Court Operations Director, with subject matter experts, stakeholders, IT personnel and consultants. Ability to engage in and prioritize assignments across multiple initiatives. Ability to organize and facilitate discussions with diverse groups. Ability to perform all essential job functions.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number, and location. Materials must be received in the Human Resources Department at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.